

# Setting Preferences in Business Objects

Last Revised Date: 2015/02/04

The **General** and the **Web Intelligence** preference settings are the most significant for users.

To set them, **1** click **Preferences**. The **Preferences** window will be displayed and the **General** panel will be open.

**2** Make your **General** 'Preference' changes and **3** click **Save**.

**1** Click **Preferences** in the top navigation bar.

**2** Some Recommended **General** 'Preference' Settings:

**General**

☐ Use Default Settings (Administrator defined)

**Set BI launch pad start page:**

☒ Documents tab

☒ My Documents

☐ My Favorites

☐ Personal Categories

☐ My Inbox

**Set document viewing location:**

☐ In the BI launch pad portal as tabs

☒ In multiple full screen browser windows, one window for each document

**Set the maximum number of items per page:** 50 ← 40 to 100 max

**3** Click **Save**.

**4** Click **Web Intelligence** in the 'Preferences' panel on the left. The **Web Intelligence** panel will display on the right. **5** Make your preference changes and **6** click **Save & Close**

The screenshot shows the 'Preferences' dialog box with the 'Web Intelligence' panel selected in the left sidebar. The right pane shows the 'Web Intelligence' settings. A red box highlights the 'Web Intelligence' option in the left sidebar, labeled with a blue '4'. A red box highlights the 'HTML (no download required)' option under the 'View' section, labeled with a blue '5'. A red box highlights the 'Save & Close' button at the bottom right, labeled with a blue '6'. A red box highlights the 'Web Intelligence' option in the left sidebar, labeled with a blue '4'. A red box highlights the 'HTML (no download required)' option under the 'View' section, labeled with a blue '5'. A red box highlights the 'Save & Close' button at the bottom right, labeled with a blue '6'.

**5** Recommended **Web Intelligence** 'Preference' Settings:

**Web Intelligence**

View

☒ **HTML** (no download required)

☐ Applet (download required)

☐ PDF

Modify (creating, editing and analyzing documents):  
This is also the interface launched from the Go To list or My Applications shortcut.

☐ HTML (no download required)

☒ **Applet** (download required)

Select a default universe:

No default universe **Browse ...**

**Setting a default universe may be useful for users who usually create reports from the same universe.**